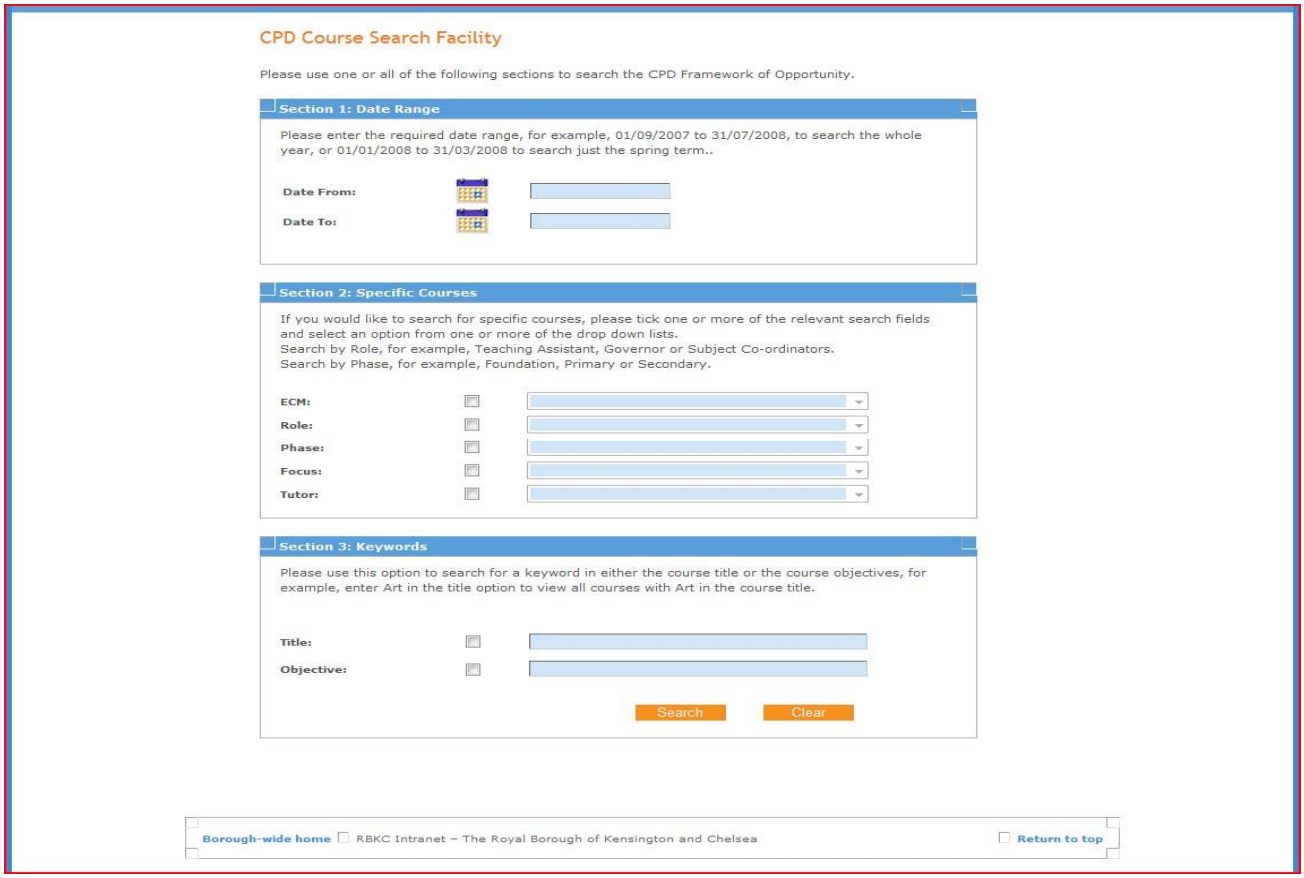
Continuing Professional Development
Course Search Facility User Guide


CPD Course Search Facility
Please use one or all of the following sections to search the CPD Framework of Opportunity.
Section 1: Date Range
Please enter the required date range, for example, 01/09/2007 to 31/07/2008, to search the whole year, or 01/01/2008 to 31/03/2008 to search just the spring term..
Date From:
Date To:
Section 2: Specific Courses
If you would like to search for specific courses, please tick one or more of the relevant search fields and select an option from one or more of the drop down lists.
Search by Role, for example, Teaching Assistant, Governor or Subject Co-ordinators.
Search by Phase, for example, Foundation, Primary or Secondary.
ECM:
Role:
Phase:
Focus:
Tutor:
Section 3: Keywords
Please use this option to search for a keyword in either the course title or the course objectives, for example, enter Art in the title option to view all courses with Art in the course title.
Title:
Objective:
Search
Clear
Borough-wide home
RBKC Intranet – The Royal Borough of Kensington and Chelsea
Return to top

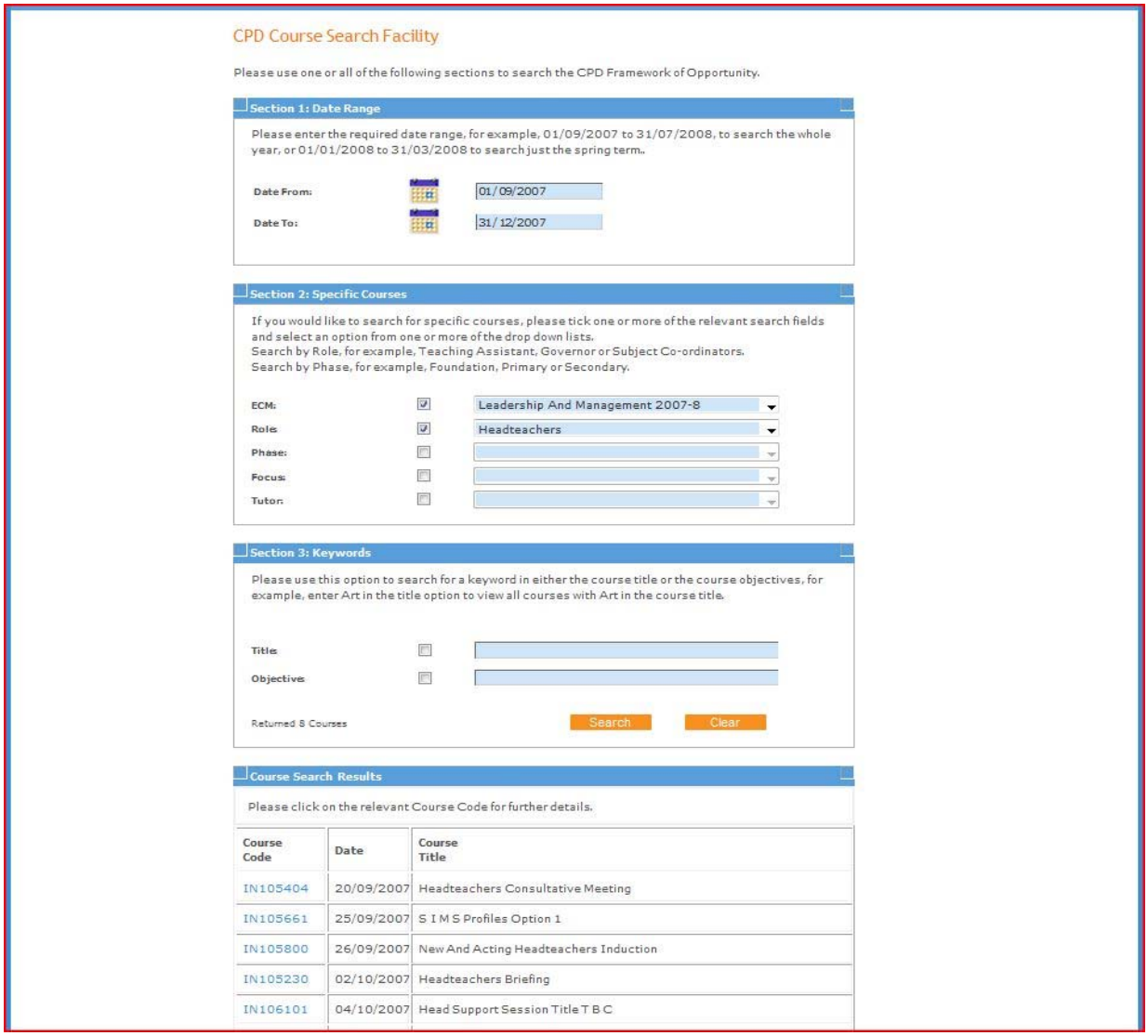
How to Search for a Course:

To Search by Date:

In the "**Date From"** space click on the calendar icon and select the required start date (The screen will refresh). In the "**Date To"** space click on the calendar icon and select required end date (The screen will refresh). Click "**Search"** and scroll to the bottom of the screen. All the courses within the chosen date range will be displayed. Alternatively enter the dates required in the blue fields in the format DD/MM/YYYY.

Example: To search for all courses running in the Autumn Term 2007, Enter "**Date From"** 03/09/2007 and "**Date To"** 21/12/2007.
If you want to search for all the courses running on a particular day, enter that date in both the "**Date From"** box and the "**Date To"** box. Click "**Search"** and all the courses on that date will be displayed at the bottom of the screen.

Click on "Course Code" to be taken to the detailed course information page:


CPD Course Search Facility
Please use one or all of the following sections to search the CPD Framework of Opportunity.
Section 1: Date Range
Please enter the required date range, for example, 01/09/2007 to 31/07/2008, to search the whole year, or 01/01/2008 to 31/03/2008 to search just the spring term.
Date From:
01/09/2007
Date To:
31/12/2007
Section 2: Specific Courses
If you would like to search for specific courses, please tick one or more of the relevant search fields and select an option from one or more of the drop down lists.
Search by Role, for example, Teaching Assistant, Governor or Subject Co-ordinators.
Search by Phase, for example, Foundation, Primary or Secondary.
ECM:
Leadership And Management 2007-8
Role:
Headteachers
Phase:
Focus:
Tutor:
Section 3: Keywords
Please use this option to search for a keyword in either the course title or the course objectives, for example, enter Art in the title option to view all courses with Art in the course title.
Title:
Objective:
Returned 8 Courses
Search
Clear
Course Search Results
Please click on the relevant Course Code for further details.
Course Code
Date
Course Title
IN105404
20/09/2007
Headteachers Consultative Meeting
IN105661
25/09/2007
S I M S Profiles Option 1
IN105800
26/09/2007
New And Acting Headteachers Induction
IN105230
02/10/2007
Headteachers Briefing
IN106101
04/10/2007
Head Support Session Title T B C

Please note if there are no courses currently available that meet your selected criteria, then the message “Returned 0 courses” will be displayed at the bottom of the page next to the “**Search**” button.

To Search by Role

Please note that you will also need to enter a date range to search by role.
Click in the box next to “**Role**”.
The screen will refresh and will now allow you to click on the arrow on the right-hand side to reveal a drop-down menu. Select your role from the drop down list. Please note that we have tried to be as specific as possible with this list so there maybe more than one option applicable to you, however you can only search for one at a time. Once you have chosen your role, click “**Search”**. The screen will refresh and display all courses run for that role (within the requested date range.)

To Search by Phase

Please note that you will also need to enter a date range to search by phase.
Click in the box next to “**Phase**”.

The screen will refresh and will now allow you to click on the arrow on the right-hand side to reveal a drop-down menu. Select your phase from the drop down list. Please note that we have tried to be as specific as possible with this list so there maybe more than one option applicable to you, however you can only search for one at a time. Once you have chosen your phase, click "**Search**". The screen will refresh and display all courses for that phase (within the requested date range.)

To Search by Tutor

Please note that you will also need to enter a date range to search by tutor.
Click in the box next to "**Tutor**".
The screen will refresh and will now allow you to click on the arrow on the right-hand side to reveal a drop-down menu. Select a tutor from the drop down list. Please note that we have tried to be as specific as possible with this list so there maybe more than one option applicable if for example there are two tutors running a course, however you can only search one option at a time. Once you have chosen your tutor, click "**Search**". The screen will refresh and display all courses run by that tutor (within the requested date range.)

To Search By Keyword in the Course Title

Please note that you will also need to enter a date range to search using the Keyword Option. Click in the box next to "**Title**".
The screen will refresh. Now enter your chosen keyword into the blue box and click "**Search**". The screen will refresh and display all courses with titles containing your chosen keyword (within the requested date range.)

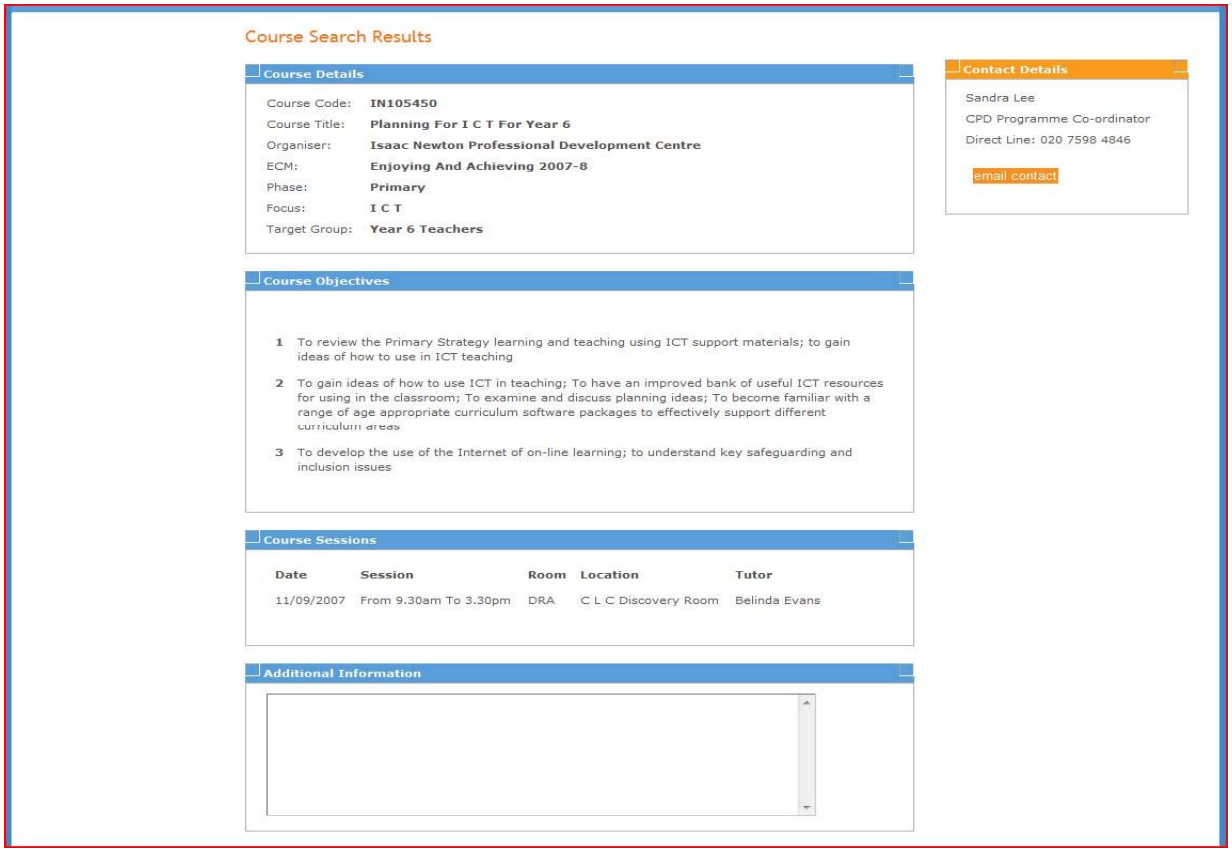
To Search By Keyword in the Course Objective

Please note that you will also need to enter a date range to search using the Keyword Option. Click in the box next to "**Objective**".
The screen will refresh. Enter your chosen keyword into the blue box and click "**Search**". The screen will refresh and display all courses with course objectives containing your chosen keyword (within the requested date range.)

Remember, you should always enter a date range ("**Date From**" and "**Date To**") when using any of the search criteria. You may also search by more than one criteria, for example: After entering your chosen date range, you could search for "**Phase**", "**Role**" and a keyword in the "**Objective**".

To See Course Details

Once you have completed your chosen search, you can see further details regarding a specific course in your chosen list by clicking on the course code (blue number in the first column). The screen now shows all the details regarding that course:


Course Search Results
Course Details
Course Code: IN105450
Course Title: Planning For I C T For Year 6
Organiser: Isaac Newton Professional Development Centre
ECM: Enjoying And Achieving 2007-8
Phase: Primary
Focus: I C T
Target Group: Year 6 Teachers
Contact Details
Sandra Lee
CPD Programme Co-ordinator
Direct Line: 020 7598 4846
email contact
Course Objectives
1 To review the Primary Strategy learning and teaching using ICT support materials; to gain ideas of how to use in ICT teaching
2 To gain ideas of how to use ICT in teaching; To have an improved bank of useful ICT resources for using in the classroom; To examine and discuss planning ideas; To become familiar with a range of age appropriate curriculum software packages to effectively support different curriculum areas
3 To develop the use of the Internet of on-line learning; to understand key safeguarding and inclusion issues
Course Sessions
Date Session Room Location Tutor
11/09/2007 From 9.30am To 3.30pm DRA C L C Discovery Room Belinda Evans
Additional Information

To look at the details of another course found in your search click the Back button (in your web browser) to take you back to the search result, click on another course code.

To perform another Search, click the Clear button and re enter the dates and search information as required.

If you have any problems using this facility or need more information, please contact:

Clare Sumpter, CPD ICT Systems Manager, 020 7854 5902
Email: clare.sumpter@rbkc.gov.uk